



Cincinnati Police Department

STAFF NOTES

October 25, 2005

Colonel Thomas H. Streicher, Jr., Police Chief



Patrol Bureau

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Planning Section

- [Minor Revision to Procedure 12.700, Search Warrants/Consent to Search](#)
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1. PROCESS FOR NOTIFICATION: PUBLIC RECORDS REQUESTS INVOLVING SWORN MEMBER PERSONAL ADDRESS INFORMATION

In the event the City of Cincinnati, including its employees, agents or officials receives a public records request for release of sworn members' personal addresses the following process will be followed:

1. If the City receives the request, it will be forward to the Police Department for action.
2. Upon receipt of a request for sworn member addresses, the Police Department will direct all District/Section/Unit Commanders to notify all sworn members. District/Section/Unit Commanders will be provided with the specific request.
3. District/Section/Unit Commanders will insure each sworn member is notified that the request has been received.
4. District/Section/Unit Commanders will create "check-off" lists, which will include the names of all sworn members in their command. The "check-off" list will have the specific records request attached and each sworn member will be personally advised of the request by a supervisor and the date of the notification will be noted on the "check-off" list. Each sworn member will be provided an opportunity to express his objection on the "check-off" list to the release of his personal address.
5. The "check-off" notification process will take three days to accomplish, to insure sworn members that are on off days are notified. Officers who are not notified pursuant to the procedure set forth above will be personally notified by a supervisor in their District/Section/Unit. Upon completion, in each District or Section, the District/Section/Unit Commander will report in writing to the Police Chief that the notifications have occurred.
6. The Fraternal Order of Police, Queen City Lodge No. 69, will be provided the request for release of sworn members' personal addresses at the same time the District/Section/ Unit Commanders are provided the request.
7. The Records Section will maintain records documenting the notification process. Objections to release of addresses will be forwarded by the Police Department to the City Solicitor and the Human Resources Department. Release of addresses by the City pursuant to a public records request will be governed by existing law.
8. The Police Department will publish the records request in the Department's weekly Staff Notes, as an additional and redundant notification to all sworn members.

2. MINOR REVISION TO [PROCEDURE 12.700](#), SEARCH WARRANTS/CONSENT TO SEARCH

On October 21, 2005, Section 2933.24 of the Ohio Revised Code was amended. Previously, the law required a search warrant be returned “no later than three days after issuance”. Ohio law now requires the search warrant be returned “promptly”.

Procedure 12.700, Search Warrants/Consent to Search, has been revised. As there are no other revisions in this procedure, the revision date will remain 09/27/05.

3. REVISION TO [PROCEDURE 13.115](#), OUTSIDE TRAINING PROGRAMS/COLLEGE ATTENDANCE

Procedure 13.115, Outside Training Programs/College Attendance, has been revised. Final approval for requests for reimbursement of college tuition will now be made by the Police Chief rather than the Human Resources Director. Quarterly reports to the Human Resources Director are now required to report tuition reimbursements. Other minor changes have been made.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet.

4. THANK YOU LETTERS

[Attached](#) to these Staff Notes are several letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department and specifically the following officers:

Police Specialist Jenny Ventre
Police Officer John Berter

Police Specialist Sam Sala

COMMENDATION FOR THE WEEK OF 10/25/05-10/31/05

**POLICE OFFICER JON J. HALUSEK
SPECIAL SERVICES SECTION
TRAFFIC UNIT**

On September 22, 2005, after serving for five years with the Cincinnati Police Department SWAT Unit, Police Officer Jon J. Halusek requested that he be relieved of his duties as an active member of the unit. Officer Halusek was selected for the team from a group of highly qualified candidates. He has served with distinction as a member of the SWAT Unit and made a significant contribution to the SWAT program. Officer Halusek is deserving of this official commendation because of his commitment and dedicated service to the SWAT organization.

12.700 SEARCH WARRANTS/CONSENT TO SEARCH

References:

Ohio Revised Code 2933.21 - Search Warrant
 Ohio Revised Code 2933.22 - Probable Cause
 Ohio Revised Code 2933.23 - Affidavit for Search Warrant
 Ohio Revised Code 2933.241 - Inventory of Property Taken
 U.S. Supreme Court No. 98-83 - Wilson v. Layne
 Ohio Supreme Court – Middletown v. Flinchum
 Procedure 12.131 - Confidential Informant
 Procedure 12.175 – Use of Special Weapons and Tactics Unit
 Procedure 12.735 - Federal and State Forfeitures

Purpose:

Aid in detecting and arresting persons committing crimes and in procuring evidence in criminal cases.

Prevent the suppression of evidence and dismissal of cases on procedural grounds.

Develop public confidence in the Police Department by carrying out the police function in an ethical and lawful manner.

Protect the constitutional rights of citizens.

The primary goal of any high-risk tactical operation is always safety. That means the safety of all officers involved as well as innocent bystanders and subjects. A secondary concern is the retrieval of evidence. Retrieval of evidence is considered only after safety issues are addressed. A successful search warrant service is comprised of three components: planning, execution, and documentation.

General Information:

The life of all Ohio search warrants is 72 hours from the time of issuance by the judge. Included in the strict 72 hour time limit are Saturdays, Sundays, and legal holidays. The search warrant is good for only one search.

The U.S. Supreme Court ruled that it is a violation of the Fourth Amendment for police to bring members of the media or other third parties into a home during the execution of a warrant when the presence of the third parties in the home was not in aid of the execution of the warrant.

The Ohio Supreme Court has ruled officers may make warrantless entries into a wanted person's home for a misdemeanor following the fresh pursuit of misdemeanor offenders.

Policy:

Obtain supervisory review and approval of search warrants before contacting the court. For advice in drafting the search warrant, contact members of the Central Vice Control Section or Criminal Investigation Section. If requiring additional legal information, Police Communications Section (PCS) has a list of home phone numbers of on-call members of the Municipal Court Prosecutor's Office.

Unless specifically requested by the judge, do not take confidential informants to the judge's home when applying for a search warrant.

Affiant officers and their supervisors will direct and control others that aid in the service of search warrants. Final responsibility for proper service of search warrants remains with the affiant officer and supervisor in charge.

Officers will notify their immediate supervisor before aiding in the service of a search warrant obtained by another law enforcement agency. The supervisor will respond to ensure the search warrant meets Department standards.

Officers will notify their immediate supervisor before allowing a third party into the home during the execution of a warrant and permission will only be granted if the third party's presence will aid in the execution of the warrant.

Procedure:**A. Consent Searches:**

1. Request individuals to sign a Consent to Search Without a Warrant Form (Form 601) when conducting **ALL** consent searches of residences.
 - a. Notify a supervisor if an individual gives verbal consent but refuses to sign the Form 601.
 - 1) Supervisor will respond to the scene to verify the consent was given.
 - 2) Do not search until a signature is obtained or a supervisor confirms receipt of verbal consent.
 - 3) Document on Form 601 - "REFUSED SIGNATURE" in the space provided for the signature of the consenting person.
 - b. Contact a Central Vice Control Section supervisor for questions regarding consent to search procedures.
2. When completing a Form 601 document all pertinent information related to the consensual search.
 - a. The inventory portion of the Form 601 should be completed in the presence of the person who signed the form.

- b. The individual is to be given the white-citizen copy of the completed Form 601 as a receipt of all items confiscated during the search.
- c. Officers must have a supervisor sign the Form 601 before securing his/her shift.

B. Obtaining a Search Warrant:

- 1. An affidavit is the basis for a search warrant. A search warrant is valid when the affidavit satisfies the legal requirements for such warrants. Prepare the affidavit stating:

- a. The nature of the offense.
 - 1) The affidavit and warrant must describe the actual criminal offense being investigated.
- b. Give a precise description of the place to be searched. Affiant officers must see the exact location, e.g., house, apartment, floor, and door where officers will correctly enter to serve the search warrant. Supervisors will confirm affiant officers have this personal knowledge before approving plans for serving the search warrant.

- 1) Where possible, use actual street addresses. Ensure the address given is complete and accurate. Include a brief description of the premises and exact portion of the house or other building to be searched.

Example: Apartment #28, on the 5th floor inside the large brown brick apartment building located at 3500 Reading Road, Cincinnati, Ohio.

- 2) When searching a motor vehicle, include the name of the owner (if known) and the make and license number of the vehicle.

Example: A 1976 Chevrolet Camaro, red in color, bearing Ohio license plate number 123 ABC. License plates on said vehicle are registered to John Doe at 5220 Madison Road, Cincinnati, Ohio.

- c. Specify in the affidavit and warrant the items sought.
 - 1) There are four categories of items which may be the subject of a search warrant:
 - a) Fruits of a crime.
 - b) Instruments of a crime.
 - c) Evidence of a crime.

- d) Contraband.
- 2) Officers may seize items discovered:
 - a) Unexpectedly during the search for items named in the warrant, or
 - b) Incidental to a lawful arrest. Seizure is permissible without the need of a second search warrant.
- d. Probable cause:
 - 1) Probable cause for a search warrant are facts and circumstances strong enough by themselves to cause a prudent officer to believe articles subject to seizure are being held on the property.
 - 2) An officer may have either first or second hand knowledge of these facts.
 - a) If the second hand knowledge involves information from an undisclosed informant, the officer must support the informant's trustworthiness. Explain prior dealings with this source have shown a pattern of reliability and the informant had a reasonable basis for obtaining the information.
- 2. Complete the search warrant form in duplicate.
 - a. Direct the search warrant to the head of the local law enforcement agency where service will occur.
 - b. Search warrant service normally occurs during daylight hours. State law defines daylight hours as the hours between 0700 - 2000. If a nighttime search is necessary, clearly state in the affidavit the reasons which make it necessary.
 - 1) Without the nighttime entry specification, the warrant restricts the officer to a daytime entry. However, a detailed and thorough search starting during the daytime may extend into the night without becoming an illegal search.
- 3. During normal court hours (8:00 a.m. to 4:00 p.m. Monday through Friday), the scheduled duty judge will review and sign the search warrant. This judge can be found in his/her usual courtroom.
 - a. The duty judge is also the contact judge for search warrants from 4:00 p.m. to 8:00 a.m., Monday through Friday. To contact a judge after normal court hours, officers will:
 - 1) Advise the Clerk of Courts of the need for a judge to secure a search warrant.

- 2) The Clerk of Courts will contact the judge by telephone or pager.
- 3) The judge will contact the officer and make the necessary arrangements to have the search warrant reviewed and issued.
- b. From 4:00 p.m. Friday until 8:00 a.m. Monday, the Room A judge is the contact judge for search warrants.
 - 1) This judge can be located in Room A at 9:00 a.m. on Saturday and some Sundays. This judge will be available at all other weekend times through the Clerk of Courts' office.
4. Requesting a "No Knock" search warrant.
 - a. The affiant officer must add the following four points in addition to the probable cause listed in Section A.1.d. above.
 - 1) The affiant officer must show why the police need a "No Knock" waiver (e.g., violent history of suspect).
 - 2) The affiant officer must give the names and descriptions of armed suspects he believes may try to harm officers during the search.
 - 3) The affiant officer must give a statement showing a connection between the address in question and the criminal activity (e.g., the building owner states Jane Doe is the resident on record for apt. #5 at 1234 Smith St. and Jane Doe is the wife of suspect John Doe).
 - 4) The affiant officer must add the following waiver just above the area where the judge signs the warrant: "Furthermore, for good cause shown, I waive the statutory precondition for nonconsensual entry."
 - b. After review by a command officer (captain or above), contact the City Prosecutor. The City Prosecutor will contact a judge and arrange for a court reporter to record the proceedings.
 - 1) If other than normal business hours, contact the City Prosecutor through PCS.
 - c. All "No Knock" search warrants are high risk search warrants requiring the use of SWAT.

C. Supervisor's Responsibility Before Entry:

1. Have members of the affiant unit begin watching the premises about one hour before serving the search warrant.
 - a. Estimate the number, nature, and sex of probable occupants.

- 1) Determine whether there are others in the premises requiring special consideration during the entry (e.g., children, elderly, dogs, etc.).
2. Determine how many officers it will take to safely enter the premises and conduct a thorough, controlled search. Limit the size of the search party to the number of personnel needed to carry out the search properly.
 - a. Department personnel involved in the search warrant service will wear body armor.
3. Ensure a captain or above reviews the operational plan of any search warrant where forced entry is anticipated.
4. Obtain the aid of the SWAT Team in the service of high risk search warrants.
 - a. A high risk search warrant is one where the officers expect:
 - 1) Fortified locations.
 - 2) Armed subject.
 - 3) Subject has an outstanding warrant for Homicide, Rape, Felonious Assault, Aggravated Robbery, or Aggravated Assault.
 - 4) Any other situation where the potential for violence is great (No Knock search warrants).
 - 5) A Search Warrant Service Risk Assessment Matrix is completed and indicates the need for obtaining the aid of SWAT for the service of the search warrant.
 - b. When possible, submit requests to use SWAT through the SWAT Commander or SWAT Coordinator before preparing the search warrant.
 - c. When advance notice is not possible, notify the district commander or Night Chief (when during his tour of duty) for approval to request SWAT. Request SWAT by calling PCS.
 - 1) PCS will use the standard SWAT notification procedure.
 - d. SWAT personnel will handle the entry phase of the search and secure the premises. The unit obtaining the search warrant is responsible for the actual search.
5. Contact the Asset Forfeiture Squad when expecting seizure of contraband, money, or vehicles subject to forfeiture (see Procedure 12.735).

6. Conduct a detailed briefing.
 - a. Include the use of charts, photographs, floor plans, etc., where necessary.
 - b. Assign specific duties to each individual.
 - c. Select a specific radio channel to use during service of the search warrant. Inform a PCS supervisor of this channel and the location of the warrant service.
 - d. Inform all officers involved of the type of warrant being served and the exact location and description of the residence or facility in question.
 - e. Describe the suspects in detail.
 - f. Assess doors for their locations and accessibility. Include their direction of opening, material construction, and locking devices.
 - g. Identify the best route for approaching the location.
 - h. Assess the types of weapons and fortification expected including possible booby traps.
 - i. Complete a detailed check off list. The check off list will contain, but is not limited to, the following information:
 - Name and description of offender.
 - Criminal history.
 - Address and description of premises.
 - Phone number.
 - Type of vehicles, (QR/QD).
 - Weapons.
 - Employer's name and address.
 - Children (ages), girlfriend/wife.
 - Dogs, etc.
 - Type of door.
 - Officers needed to secure inside and outside of premises.
 - Check with other units and agencies.
 - Location of drugs.
 - Vest, weapons, flashlights.
 - Any additional items.

D. Gaining Entry:

1. A supervisor will be on the search warrant scene during the service of all search warrants.
2. Secure the perimeter of the premises before entry. Have all doors and windows under observation.

3. Officers will clearly notify persons inside the search site of their presence and request admission.
Example: "Police officers, search warrant, open the door."
4. Use force to enter the premises only after waiting a reasonable amount of time for an occupant to open the door.
 - a. A reasonable amount of time is that time necessary for an occupant to reach the door from the furthest part of the premises.
 - b. If, while waiting for the door to open, there is some sign the occupant is fleeing, fortifying their position, destroying evidence or contraband, or taking action that would jeopardize the safety of the officers, force open the door immediately.
 - c. Upon entry, have one officer continue to announce the identity and purpose of the entering officers.
 - 1) Officers not in uniform will display proper identification (e.g., badge, ID, etc.) when serving the search warrant.
 - 2) A uniformed officer of the local law enforcement agency will be present during the search.
5. The supervisor in charge will complete an after action report when warrant service required forced entry.

E. Search Procedures:

1. The supervisor in charge of the search warrant scene will ensure officers make a security sweep of the entire premises immediately after entry.
2. Secure, search, and identify any occupants. After searching all the occupants for weapons, direct them to a previously searched area. Assign an officer to remain with the subjects.
3. The supervisor in charge will ensure an officer presents and explains the search warrant to the responsible occupant.
4. Search the premises in a thorough, orderly fashion. Upon discovering an article subject to seizure, the finding officer will summon a witnessing officer. If practical, videotape or photograph the article in the location where officers found it.
 - a. Assign one person to collect, preserve, and document all items seized until possession is transferred to the Court Property Unit.
 - 1) A supervisor will witness the counting and handling of large sums of money and other valuables.

F. Post-Search Requirements:

1. Properly secure the premises upon completion of the search.
 - a. Note the nature and extent of any damage caused during the entry and searching procedure. When applicable, prepare a Form 17 and a Form 301, Incident Report.
2. Officers taking property under the authority of a search warrant will:
 - a. Give the person from whom or from whose premises the property was taken a copy of the warrant and completed return portion of the search warrant as receipt for the property taken.
 - 1) Make the inventory in the presence of the applicant for the warrant and the person from whose possession or premises the property was taken if they are present. If one is not present, make the inventory in the presence of at least one credible person other than the applicant for the warrant or the person from whose possession or premises the property was taken.
 - b. If the person is not present, leave the copy and return portion of the search warrant at the place from which the property was taken.
 - c. Promptly return the affidavit, the warrant itself, and the completed return to the issuing judge. Make the return to the judge assigned to Room A when the issuing judge is unavailable. The evidence taken in the search warrant must be available to the judge accepting the return if requested.
 - 1) Deliver the affidavit, warrant, and return to the Clerk of Courts after review by the judge accepting the return.

13.115 OUTSIDE TRAINING PROGRAMS/COLLEGE ATTENDANCE

Reference:

AFSCME/City Labor Contract
 Procedure 16.125 - Travel on City Business
 Personnel Policies and Procedures – Section 3.7
 Administrative Regulation #13 - Travel Outside of Cincinnati on City Business

Information:

Outside training includes job-related conventions, professional conferences, workshops, seminars, and special training events sponsored by agencies other than the Cincinnati Police Department. Exempt from this procedure are City of Cincinnati sponsored seminars of several hours to one day duration covering a limited subject such as payroll preparation, personnel related forms or processes, Equal Employment Opportunities matters, etc. Also exempt from this procedure are Department personnel attending college or training on their own time and at their own expense.

Procedure:

- A. Evaluating Training Requests
 1. Training requests are evaluated using the following criteria:
 - a. Is there need for the training?
 - b. Will the employee and/or Department benefit from this training?
 - c. Are funds available?
 - d. Is the training job related? If not, is it related to the applicant's career plan?
 - e. Does the Training Section already provide this training? Is the same quality training available elsewhere at a more reasonable cost?
 - f. Have others in the same unit attended this training?
- B. Order for Processing the Outside Training Request Packet
 1. Applicant
 2. Immediate supervisor
 3. District/section/unit commander
 4. Bureau Commander
 5. Training Section

6. Resource Bureau Commander
 - a. Finance Management Section
 - 1) Training/Asset Forfeiture Committee
 7. Police Chief
 8. Finance Management Section
 9. Training Section
 10. Applicant
- C. Process for Requesting to Attend Outside Training Programs
1. Applicant responsibilities
 - a. Contact the Training Section to obtain an Outside Training Request packet. This packet consists of a Form 70T, Request for Outside Training, a Form 70S, Request for Permission to Travel, and the employee's training record.
 - 1) Anytime an employee voluntarily requests training and/or travel on City business he will not receive any overtime compensation in excess of an eight-hour day, or a forty-hour workweek during the training and/or travel.
 - 2) A Form 70S is not necessary if the training is free, is held within the Interstate 275 loop (Ohio only), and reimbursable fees are not involved (i.e., lodging, meals, gas, parking fees, etc.). Out-of-state travel regardless of cost requires a Form 70S.
 - 3) Follow all instructions in the packet for completing the request.
 - b. The applicant will submit the completed Outside Training Request packet to his immediate supervisor.
 - 1) Include a copy of the training record.
 - 2) Include brochures, announcements, and registration forms with the completed packet.
 - 3) Submit requests as far in advance as possible. However, if the training date is less than four weeks away, personnel may expedite the request by hand carrying the request through proper channels to the Training Section.
 - c. The Training Section will notify the applicant if the request was approved or disapproved using a Disposition Notification Form 17.

- 1) If the request is approved, follow the instructions in the Outside Training Request packet to complete the travel and/or training arrangements.
 - a) See the Outside Training Request packet for information on prepayment or billing of certain expenses, as stipulated in Administrative Regulation #13 - Travel Outside of Cincinnati on City Business.
 - d. After returning from the training, complete and submit a Form 71S, Statement of Travel Expense, through the chain of command to the Finance Management Section.
 - 1) See the Outside Training Request packet for instructions on completing Form 71S.
 - e. Evaluation of Outside Training Request/Certificate
 - 1) Each attendee will complete the Evaluation of Outside Training Request (preprinted Form 17) no later than two weeks after returning to duty. Route the completed form and a copy of any certificate of completion, if issued, through the chain of command to the Training Section.
 - a) Failure to complete and submit the Evaluation of Outside Training Request will result in the applicant receiving no credit for the training and disapproval of future training.
 - f. The Department employee may be required to prepare and submit a lesson plan on the subject(s) addressed in the training program. The employee may serve as an instructor on this topic to train other employees during recruit or in-service training.
2. Immediate supervisor responsibilities
 - a. At the time the request is submitted, ensure the training packet is complete, with all required information.
 - b. Review, evaluate, and recommend approval or disapproval on the Form 70T using the criteria in Section A.1. of this procedure. Sign and date in the designated space on the rear of the Form 70T.
 - c. Forward the request to the district/section/unit commander.
 3. District/section/unit commander responsibilities
 - a. Review, evaluate, and recommend approval or disapproval on the Form 70T using the criteria in Section A.1. of this procedure.
 - b. Forward the request to the bureau commander.

- c. The district/section/unit commander will receive a copy of the applicant's Disposition Notification Form 17 stating the disposition of the request.
 - d. On approved requests, ensure the applicant follows the instructions for making the necessary arrangements and completing necessary paperwork.
- 4. Bureau commander's responsibilities
 - a. Review, evaluate, and recommend approval or disapproval on the Form 70T using the criteria in Section A.1. of this procedure.
 - 1) If approved, forward the request to the Training Section.
 - 2) If disapproved, return the request to the applicant back through the appropriate chain of command.
- 5. Training Section responsibilities
 - a. Upon request, ensure the requesting person receives the Outside Training Request packet.
 - b. Ensure all returned forms are properly completed.
 - c. Review, evaluate, and recommend approval or disapproval on the Form 70T using the criteria established in Section A.1. of this procedure.
 - d. Forward the request with the recommendation to the Resource Bureau Commander.
 - e. Attach a copy of the applicant's training record.
- 6. Resource Bureau Commander will:
 - a. Submit the request to the Finance Management Section to verify available funds.
 - b. Convene the Training/Asset Forfeiture Committee for review of the request.
 - c. Return the completed packet to the Finance Management Section regardless of approval status.
- 7. Finance Management Section will:
 - a. Send the original Form 70S to the Police Chief for approval.
 - b. Send a copy of Form 70S and the remainder of the travel packet to the Training Section.

8. Training Section will:

- a. Send copies of the Disposition Notification Form 17 and Evaluation of Outside Training Request to the applicant if the request is approved.
 - 1) Send the original Disposition Notification Form 17 and Evaluation of Outside Training to the applicant's district/section/unit commander.
 - 2) The applicant is responsible for all travel arrangements.
 - 3) Route the Form 70S and other related documents to the Finance Management Section for processing.
 - 4) Review the Evaluation of Outside Training Request submitted by the employee for the value of the program and the possible impact on future training programs.
- b. Notify the applicant and the applicant's district/section/unit commander through the proper bureau commander using a Disposition Notification Form 17 if the request is disapproved.
 - 1) Training Section will send a copy of the disapproved request to the Finance Management Section when necessary.

D. Advance for Expenses

- 1. An advance of funds will be permitted to cover expenses only in cases of extended stay (i.e., Southern Police Institute or FBI Academy).
 - a. Traveler should prepare a Form 70S detailing the estimated dollar amount for out-of-town travel and indicating the amount of the travel advance request.
- 2. The Police Chief must approve the travel advance request.
 - a. If approved, Finance Management Section will prepare a Form 37S, Claim Voucher, requesting an advance in the name of the traveler for the amount of the travel advance. This is required at least 14 days before the scheduled trip.

E. College Attendance

- 1. The Police Department encourages college attendance.
 - a. No member may attend college while on duty.
 - 1) Personnel attending classes during scheduled work hours will use accumulated compensatory, holiday, or vacation time.

2. Tuition reimbursement

- a. Each request is judged on the following criteria:
 - 1) Is the course related to current duties or an aid to promotion?
 - 2) Is the course part of a degree program?
 - a) Electives may be covered if they are part of a degree program.
- b. Request for reimbursement must be filed and approved before course registration.
 - 1) Prepare and submit through the unit commander a Form 80S, Application and Approval Form for Tuition Reimbursement.
 - 2) The unit commander will review the Form 80S and forward the request to the Finance Management Section.
 - 3) Finance Management Section will forward the Form 80S to the Police Chief for completion of Part 2.
 - a) After the Police Chief signs off, the Form 80S is returned to Finance Management Section.
 - b) Finance Management Section will forward the Form 80S to the bureau commander for approval. After approval, the form is returned to Finance Management Section.
 - 4) After completing the course work, the Department member must send a copy of his paid receipt for the course and a grade transcript to Finance Management Section.
 - 5) Non-sworn personnel, except divisions 0 and 8, may request the following tuition reimbursement for up to six (6) credit hours per quarter for completed work at an accredited educational institution.
 - a) 100% tuition reimbursement for grade of "A".
 - b) 80% tuition reimbursement for grade of "B".
 - c) 60% tuition reimbursement for grade of "C".
 - d) 80% tuition reimbursement for grade of pass in a pass/fail course.

- e) 0% tuition reimbursement for grade of fail in a pass/fail course.
- 6) Tuition reimbursement for sworn personnel
 - a) To be eligible to participate in the tuition reimbursement benefit, sworn police officers must meet the conditions set forth in Section 3.7 of the Personnel Policies and Procedures.
 - b) Reimbursement for up to six (6) credit hours per academic session is based on the following:
 - 1] 100% tuition reimbursement for grade of "A".
 - 2] 80% tuition reimbursement for grade of "B".
 - 3] 60% tuition reimbursement for grade of "C".
 - 4] 80% tuition reimbursement for grade of pass in a pass/fail course.
 - 5] 0% tuition reimbursement for grade of fail in a pass/fail course.
 - c) Plus or minus grades have no effect on the reimbursement received by the employee.
- 7) Finance Management Section will process the receipt and grade transcript for reimbursement.
- 8) Finance Management Section will file a quarterly report to the Human Resources Director with a listing of individuals receiving tuition reimbursement and the courses taken.



Division of Police

September 27, 2005

Chief Thomas Streicher
Cincinnati Police Dept
310 Ezzard Charles
Cincinnati, OH 45202

Dear Chief Streicher,

On behalf of the Westerville Division of Police, I want to thank you for your agency's participation at Cops & Kids Day in Westerville, Ohio, on September 11, 2005. I have enclosed a Certificate of Participation for the personnel that attended this event.

The goal of Cops & Kids Day was to give children of all ages the opportunity to interact in a positive way with law enforcement officers. This was our chance to show how serious our commitment is to our communities in a fun and personal way. Through the support of all the agencies that participated, this day was a **huge** success.

Again, we appreciate having your agency represented and look forward to seeing you back next year for an even bigger and better event.

Sincerely,

Joseph Morbitzer
Chief of Police
Westerville Division of Police



Certificate of Participation

Presented to:

Ofc. John Berter

Cincinnati Police Dept

For participation in Cops & Kids Day

in Westerville, Ohio

September 11, 2005

Chief Joseph Morbitzer
Chief Joseph Morbitzer
Chief of Police

Ofc. Randy Bailey
Ofc. Randy Bailey
Crime Prevention Officer

Ofc. Brett Peachey
Ofc. Brett Peachey
Crime Prevention Officer

Mr. Rahtz:

I am currently enrolled in the Self Defense Class for Women sponsored by the Cincinnati Police Department, being held at Spinney. Our first class was last week and the second class is this Wednesday night (10/19). I am attending the class along with two of my city-employee daughters who work for Water Works & Police Communications.

Last Wednesday night from 6 to 8 p.m. was the fastest two hours of my entire life. The instructors (Jennifer Ventre & Sam Sala) were outstanding, personable, very educated and found the ability to involve every single person in the class in the discussion. I am really looking forward to this week's class and the "hands on" training.

It is an honor to me that the Cincinnati Police Department makes the time to provide this class. We all know that your department is extremely busy all the time; but taking the time to present this training goes above and beyond the call of duty and touches my heart to know how much they care about our personal safety.

Again, please accept my sincere thanks and gratitude for giving me the opportunity to participate and for providing such wonderful examples of leadership to do so.

Diana L. Frey
Metropolitan Sewer District
Wastewater Engineering
Office of the Superintendent
diana.frey@cincinnati-oh.gov